

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MEETING MINUTES**

January 4, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

---

**CALL TO ORDER**

Administrative Services Director Westman called the regular meeting of the Fircrest Planning Commission to order at 6:01 p.m. (meeting was held by remote and in- person attendance)

**ROLL CALL**

Commissioners Kathy McVay, Andrew Imholt, Sarah Hamel, Ben Ferguson, and Shirley Schultz were present. Staff present: Administrative Services Director Jayne Westman, Permit Coordinator/Code Enforcement Officer Suzie Cappiello

**SELECTION OF CHAIR**

**Hamel moved and Ferguson seconded nominating Shirley Schultz as Chair.**

**APPROVAL OF MINUTES**

The minutes for the meeting of November 2, 2021, were presented for approval.

**Moved by Imholt and seconded by Schultz to approve the minutes. Upon vote, motion carried unanimously.**

**CITIZENS COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. 2022 Planning Commission Work Plan**

Director Westman presented the staff report identifying a draft 2022 work plan for the Planning Commission.

The Planning Commission added “community outreach conversations” to the 2022 work plan.

- Comprehensive Plan Updates - 6-year CIP
- FMC Annual Review
- Housing Affordability – ADU Code Changes
- Public Building Design Standards
- Community Outreach Conversations

**Moved by Ferguson and seconded by Hamel to approve the 2022 Work Plan as amended by discussion. Upon vote, motion carried unanimously.**

**B. 2022 Comprehensive Plan Amendment Window**

Director Westman presented 2022 Comprehensive Plan Schedule.

**Moved by McVay and seconded by Schultz to approve the 2022 Comprehensive Plan Schedule shown in Exhibit A of the staff report**

**C. Joint Meeting Ideas**

Director Westman opened meeting up for discussion on ideas for the February joint meeting with Council.

Joint Meeting Ideas Included:

- Community Outreach Ideas
- Affordable Housing
- Through-Lots

**ADJOURNMENT**

**Moved by McVay and seconded by Imholt to adjourn the meeting at 7:08 PM. Upon vote, the motion carried unanimously.**

  
\_\_\_\_\_  
Shirley Schultz  
Chair, Fircrest Planning Commission

  
\_\_\_\_\_  
Jayne Westman  
Administrative Services Director